

# Guidelines for Access to Public Records

Call (916) 445-CPRA (2772)

Fax (916) 327-2026

- Requests can be in any form -- email, telephone, or letter. Providing the following information will assist the Commission in responding to your request in an prompt manner:
  - ✓ The name of the requestor.
  - ✓ The name of the organization (if any).
  - ✓ A mailing address.
  - ✓ A contact telephone number.
  - ✓ A specific description of the records requested.

The Commission has developed a form that includes spaces for all the information detailed above. That form can be accessed below.

- CPRA requests will be logged and assigned a number for tracking purposes by the Commission's Legal Division. In many cases, responsive documents may be held in other divisions within the Commission, such as the Enforcement Division. Please note, however, that the Legal Division does not have any additional information on enforcement cases, other than what has been provided in response to this CPRA request.
- Timing and Transmittal:
  - ✓ The practice of the Commission is to strive to fully comply with the CPRA request within ten calendar days. If this is not possible, the Commission will notify you with an estimate of the date the records will be made available
  - ✓ The ten-day response period starts with the first calendar day *after* the date of receipt.
  - ✓ If the request is received after business hours or on a weekend or holiday, the next business day will be considered the date of receipt. The ten-day response period then starts with the first calendar day after the date of receipt.
  - ✓ If the tenth day falls on a weekend or holiday, the next business day is considered the deadline for responding to the request.
  - ✓ Responses will generally be mailed.
  - ✓ Responses can be faxed if not voluminous.
  - ✓ Documents can be delivered by FedEx if the requestor provides their FedEx number to us.

➤ Cost:

- ✓ The Commission charges 10 cents per page for copies. If the copying charges amount to less than \$5.00, we will provide the documents at no charge.
- ✓ The Commission charges \$5.00 per CD for electronic versions of certain documents (if available in electronic form).

PUBLIC RECORDS REQUEST INTAKE FORM

REQUESTOR: \_\_\_\_\_

ORGANIZATION (if any): \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

PHONE/FAX NUMBER: \_\_\_\_\_

Date of Request: \_\_\_\_\_

DESCRIBE RECORDS REQUESTED OR ATTACH WRITTEN REQUEST:

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